



2600 INITIAL CERTIFICATION FOR PAYMENT PROCESS FOR RESIDENTIAL CARE	
Chapter: Provider Management	Section: Certification
 <p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 15-47 Effective Date: August 2015 Scheduled Review Date:</p>	<p>Approved:</p>  Lorraine Bartlett, DCYF Director
Related Statute(s): RSA 151 , RSA 169-B , RSA 169-C , RSA 170-E , and RSA 170-G Related Admin Rule(s): He-C 6350 , He-C 6420 , and He-C 6422 Related Federal Regulation(s):	Related Form(s): FORM 2105, FORM 2424, and Alternative W-9 Bridges' Screen(s) and Attachment(s):

The Division for Children, Youth and Families partners with community programs, under the belief that all children and youth should be safe. DCYF's certification for payment process is maintained to support this belief and establish checks and balances in the partnership. This process assures that residential treatment programs have the support needed to provide for the children/youth's safety and the program is compliant with Administrative Rules to foster a safe program, needed for the children/youth.

Purpose

This policy establishes DCYF's process for the certification of new residential treatment programs.

Definitions

"CPS" means the Bureau of Field Services' Child Protective Services under DCYF.

"DCYF" or the "Division" means the DHHS Division for Children, Youth and Families.

"JJS" means the Bureau of Field Services' Juvenile Justice Services under DCYF.

"Residential Treatment Program" means the model and implementation of services to meet the treatment and supervision needs of the children per RSA 170-G:4, XVIII, and provide 24 hour care of children 365 days a year including all of the employees therein, and is one of the following categories of certification:

- (1) Assessment treatment program;
- (2) Intensive treatment program;
- (3) Intermediate treatment program;
- (4) Nursing home;
- (5) Rehabilitation program;
- (6) Shelter care program; and
- (7) Substance abuse treatment program.

Policy

- I. The following are considered residential treatment programs in need of completing the certification process:
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| IG - Intermediate Group Home | MA - Nursing Home |
| EF - Intensive Residential Treatment | RC - Rehabilitation Center |
| SP - Shelter-Care Facility | IP - Inpatient Psychiatric Facility |
| SA - Substance Abuse Treatment Program | AT- Assessment Treatment |
- II. All residential treatment programs seeking reimbursement or payment for DCYF services must be certified for payment by DCYF pursuant to RSA 170-G:4 XVIII, to ensure the quality of services, the need for services, and to determine if an applicant is eligible to receive payment.
- III. Requests for new certification must be made by a CPS or JJS Supervisor, or a staff at the administrative level of State Office, who has determined a gap in the services array. The Community Programs Specialist may determine a gap in the service array independently after an assessment of need.
- IV. The Community Programs Specialist will respond to DCYF requests to certify a new residential treatment program by communicating with the applicant regarding the applicant's intentions and the explaining the application process.
- A. Following an approved request for certification, the Executive Director, or designee, of any residential treatment program licensed in accordance with RSA 170-E, RSA 151, or from another state, shall request an application to become an approved certified residential treatment program from the Community Programs Specialist.
- V. If the request for certification is for an out-of-state residential treatment program, the certification process may only be completed after staff have followed [Policy 1590 Out-of-State Residential Facilities](#).
- A. The Community Programs Specialist will follow the standard certification process, used for in-state applicants, upon receipt of the Bureau Chief's approval of the out-of-state residential treatment program's certification request.
- B. Either a site visit is conducted to review the services offered by the program or the state's regulatory agency is contacted for information that ensures that the applicant offers a quality service.
- VI. The Community Program Specialist will send the applicant an application packet that includes the following forms and documents:
- A. The "Certification for Payment Application" (Form 2424) and identification of attachments required in He-C 6350.05;
- B. Form 2426 "Residential Resource Guide Provider Form;" and
- C. Budget forms that are used to establish the DCYF rate (in-state only), including an alternative W-9. Out-of-State providers will be expected to submit a rate letter.

- VII. The application must be completed and signed by the Executive Director of the residential treatment program within 90 days of the facility's receipt of the application. All applications received will be reviewed for completeness prior to being processed by DCYF.
- VIII. DCYF shall work jointly with the Department of Education to certify the educational component of the residential treatment program in accordance with RSA 170-G:4, XVIII.
- IX. DCYF shall verify that the residential treatment program has applied, is eligible for approval, and has been submitted electronically to be an approved NH Medicaid Provider and with the Managed Care Organizations contracted with the State of New Hampshire.
- X. The DCYF Financial Analyst will work with the applicant and the Community Programs Specialist to determine the rate payable to the residential treatment program upon receiving:
 - A. An annual time study (any variation is at the discretion of the Financial Analyst); and
 - B. A budget proposal from the program.
- XI. DCYF will review any completed application received from an applicant within 120 calendar days to make the certification for payment decision.
 - A. The Community Programs Specialist, Financial Analyst, and Provider Relations will each review their respective portions of the completed application to determine if the program will be approved or denied based on RSA 170-G:4 XVIII.
 - B. During this time the applicant may be requested to provide additional information in order to process the application, in which the Division may choose to extend the deadline for decision.
 - C. If the program is approved:
 - 1. The Medicaid application is approved by Provider Relations and a Medicaid number is assigned;
 - 2. A provider ID is created by Provider Relations and all required information is entered into Bridges;
 - 3. The Financial Analyst submits a system change request (also known as a CSR) to the NH MMIS Health Enterprise System Group; and
 - 4. The Financial Analyst sends a rate letter signed by the DCYF Director to the provider.
- XII. The certification process is complete when:
 - A. The applicant receives a written notice from DCYF that they have been certified for payment;
 - B. The Financial Analyst sends the rate letter to the newly certified program;
 - C. DCYF Provider Relations is notified that a new residential treatment program has been certified;

- D. The DCYF Supervisor who requested the program to be certified, receives notice from the Community Programs Specialist of the approval;
 - 1. The DCYF Supervisor may also access Bridges to verify that the new program has been certified; and
 - 2. When appropriate, notifications will also be sent directly to the field to inform staff of the newly certified residential treatment program.
 - E. The program will receive instructions from Provider Relations specific to the billing process for the board and care portion of the payment, which may be included with the rate letter or with the certification letter.
 - 1. New providers will be directed to contact the NH Medicaid Fiscal Agent for billing instructions regarding the treatment portion of the daily rate.
- XIII. Should DCYF determine that the applicant will not be certified, the Community Programs Specialist will notify:
- A. The applicant, via certified mail; and
 - B. The DCYF staff who requested the certification of the program.

Practice Guidance

What should happen if the residential treatment program has certified in the past and their certification was relinquished or ended due to lack of need and the Division wishes to certify them again?

- A request for certification should be made for a new application; however the Community Programs Specialist should work with the provider in order to coordinate what information has changed since the previous certification and work cooperatively to support the process. After a discussion with the Community Program Specialist, if there are materials that are easily located in the previous file and have not changed, the provider may reflect that on their application and will not be required to submit the materials again.